

USAG FSH POLICY STATEMENT NUMBER 14

SUBJECT: Overtime Authorization

PROPONENT: Civilian Personnel Advisory Center and Resource Management Office

1. Authority to order and approve overtime is delegated to the directorate/staff office chief level and may be withdrawn by the Garrison Commander. This authority may be further sub-delegated to lower echelon managers and supervisors when requested by the directorate/staff office chief and approved by the Commander.
2. It is the policy of the US Army Garrison Fort Sam Houston to appropriately compensate appropriated- and non-appropriated-fund employees for overtime work performed. Employees will not be directed to work overtime by directorate/staff office chiefs and subordinate supervisors without appropriate authority to compensate, except in emergencies affecting safety of human life or protection of property.
3. Directorate/staff office chiefs are responsible for ensuring overtime is authorized in accord with administrative guidance, and that overtime performed is correctly recorded for compensation in accordance with appropriate pay rules and procedures.
4. The Civilian Personnel Advisory Center is responsible to provide guidance and assistance regarding governing laws, regulations, and contractual agreements relative to employee entitlements and the administration of the overtime program.
5. The Resource Management Office is responsible to provide guidance and assistance regarding overtime funds administration

APPROVED BY: Garrison Commander

DISTRIBUTION: Directorates/Staff Offices, HQ USAG FSH

USAG FSH POLICY STATEMENT NUMBER 15

SUBJECT: Military Drivers Education (MILDEC Requirements

PROPONENT: Readiness and Logistics Business Center

Personnel (Active Army, Army Reserve, Army National Guard, and civilians) required to drive Army motor vehicles must be given classroom instruction in accident avoidance prior to initial issuance of a military driver's license. This instruction will be designed to establish and reinforce positive attitudes toward the driving task. Those military and civilian personnel who already have a military driver's license will be required to undergo defensive driving education as a part of their license renewal. The FSH Army Continuing Education System (ACED) conducts this 8-hour MILDEC course. For additional information, call 221-4738/4634.

APPROVED BY: Garrison Commander

DISTRIBUTION: Directorates/Staff Offices, HQ USAG FSH

USAG FSH POLICY STATEMENT NUMBER 16

SUBJECT: Passenger-Carrying Capacity of Tactical and Administrative Vehicles Commonly Used to Transport Personnel

PROPONENT: Readiness and Logistics Business Center

1. The passenger-carrying capacities listed below are for normal passenger-carrying operations and are consistent with safety policies and design features of the vehicles:

<u>Type</u> <u>Capacity</u>	<u>Passenger</u>
2-1/2 Ton Cargo Truck	14
2-1/2 Ton Extended Cargo Body Trucks	18
2-1/2 Ton Dump Trucks	10
5 Ton Cargo Trucks	16
5 Ton Extended Cargo Body Trucks	20
5 Ton Dump Trucks	12
5/4 Ton HMMWV Troop Carrier	8
5/4 Ton HMMWV Cargo/Troop Carrier	4
5/4 Ton M880, M881, M882	8
Semitrailer, Personnel Van	80
Truck, Van, 4 and 5 Ton	0
Truck, Stake, 1 Ton	7
Truck, Stake, 4 Ton	12
Truck, Pickup (all)	

NOTE: The passenger capacity indicated does not include the operating crew. The driver is responsible for the safety of the personnel riding on his/her vehicle. Drivers will refuse to move a vehicle if anyone is in an unsafe position or the vehicle has too many passengers.

2. Passengers may be transported for short distances (less than 10 miles) on post without fixed seats provided each passenger remains seated wholly within the body of the vehicle which must be equipped with stakes or sideboards. Canvas tops will be in place with sides rolled down when cargo space is used for passengers.

USAG FSH POLICY STATEMENT NUMBER 16 CONT

SUBJECT: Passenger-Carrying Capacity of Tactical and
Administrative Vehicles Commonly Used to Transport
Personnel

3. The passenger capacity of sedans, vans, station wagons,
and other administrative vehicles is limited to the number
of seat belt positions.

APPROVED BY: Garrison Commander

DISTRIBUTION: Directorates/Staff Offices, HQ USAG FSH

USAG FSH POLICY STATEMENT NUMBER 17

SUBJECT: Visitation Privileges in the Fort Sam Houston Exchange

PROPONENT: Community Activities Business Center

1. In accordance with AFR 147-7/AR 60-10, ID card holders may bring visitors into the main exchange. The ID card holder must sign a log with a statement acknowledging visitors will not purchase merchandise or services except from the fountain, snack bar, or restaurants. In addition, visitors' names along with the ID card holder's name, rank, and unit of assignment will be recorded in the log. The above will be accomplished with the store greeter each time a visitor is signed in at the main exchange.
2. Authorized ID card holders must be at least 18 years of age in order to sign in a visitor.
3. The ID card holder must accompany their visitors at all times.
4. If ID cardholders' privileges are abused or violated, appropriate disciplinary action can be taken to include loss of sponsors' exchange privileges or criminal prosecution. Additionally, visitors who violate exchange privileges may be barred from the installation or prosecuted.
5. The only exception to this policy will be for those individuals who, for medical reasons, need assistance with their shopping or who need someone to do their shopping for them. This will have to be certified by a doctor's statement.

APPROVED BY: Garrison Commander

DISTRIBUTION: Directorates/Staff Offices, HQ USAG FSH